

HANDOUT COVER PAGE

Handout A: List of GSA Multiple Award Schedules

This handout contains a list of all (currently 40) GSA MAS.

Handout B: SINs for Services on GSA Multiple Award Schedules

This handout contains a list of all Schedules and its SINs that are services related. Note that it does not include product SINs even if the MAS shown also has products.

Handout C: NAICS Codes Cross-Reference to GSA Schedules with Services

This handout contains a NAICS cross-reference to all the MAS/SINs included in Handout B.

Handout D: Advantages of using GSA Multiple Award Schedules

This handout contains a comprehensive list of advantages with detailed end notes including links to applicable FAR and cases.

Handout E: GSA Schedule Task Order File Checklist For Federal Supply Schedule Services Exceeding the Micropurchase Threshold

This handout contains a checklist complete with relevant regulation links.

Handout F: Think Simplified (Not FAR Part 15)

This handout contains important details on why you want to avoid using FAR 15 procedures which are **ALL** inapplicable to Schedule orders.

Handout G: How Can I Read the Clauses in the GSA Contracts for a Particular Schedule?

This handout contains screen shots for how to find MAS contract clauses.

Handout H: Resources for Schedules Information & Training

This handout contains useful website locations for additional information and training.

Handout A

List of GSA Multiple Award Schedules (40)

00CORP	THE CONSOLIDATED SCHEDULE
03FAC	FACILITIES MAINTENANCE AND MANAGEMENT
23 V	AUTOMOTIVE SUPERSTORE
36	THE OFFICE, IMAGING AND DOCUMENT SOLUTION
48	TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS <i>[see also DOMESTIC DELIVERY SERVICES BPAs]</i>
51 V	HARDWARE SUPERSTORE
56	BUILDINGS AND BUILDING MATERIALS / INDUSTRIAL SERVICES AND SUPPLIES
58 I	PROFESSIONAL AUDIO / VIDEO, TELEMETRY / TRACKING, RECORDING / REPRODUCING AND SIGNAL DATA SOLUTIONS
65 I B	PHARMACEUTICALS AND DRUGS
65 II A	MEDICAL EQUIPMENT AND SUPPLIES
65 II C	DENTAL EQUIPMENT AND SUPPLIES
65 II F	PATIENT MOBILITY DEVICES
65 V A	X-RAY EQUIPMENT AND SUPPLIES
65 VII	INVITRO DIAGNOSTICS, REAGENTS, TEST KITS AND TEST SETS
66	SCIENTIFIC EQUIPMENT AND SERVICES
66 III	CLINICAL ANALYZERS, LABORATORY, COST-PER-TEST
67	PHOTOGRAPHIC EQUIPMENT - CAMERAS, PHOTOGRAPHIC PRINTERS AND RELATED SUPPLIES & SERVICES (DIGITAL AND FILM-BASED)
70	GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES
71	FURNITURE
71 II K	COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS)
72	FURNISHING AND FLOOR COVERINGS
73	FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES
75	OFFICE PRODUCTS / SUPPLIES AND SERVICES AND NEW PRODUCTS / TECHNOLOGY
76	PUBLICATION MEDIA
78	SPORTS, PROMOTIONAL, OUTDOOR, RECREATION, TROPHIES AND SIGNS (SPORTS)
81 I B	SHIPPING, PACKAGING AND PACKING SUPPLIES

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84	TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY / DISASTER RESPONSE
520	FINANCIAL AND BUSINESS SOLUTIONS (FABS) <i>[see also CREDIT MONITORING SERVICES AND INDEPENDENT RISK ANALYSIS SERVICES BPAs]</i>
541	ADVERTISING & INTEGRATED MARKETING SOLUTIONS (AIMS)
599	TRAVEL SERVICES SOLUTIONS <i>[see also EMERGENCY LODGING SERVICES BPAs]</i>
621 I	PROFESSIONAL AND ALLIED HEALTHCARE STAFFING SERVICES
621 II	MEDICAL LABORATORY TESTING AND ANALYSIS SERVICES
736	TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS)
738 II	LANGUAGE SERVICES
738 X	HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES
751	LEASING OF AUTOMOBILES AND LIGHT TRUCKS
871	PROFESSIONAL ENGINEERING SERVICES
874	MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
874 V	LOGISTICS WORLDWIDE (LOGWORLD)
899	ENVIRONMENTAL SERVICES

To see the current list of all GSA Multiple Award Schedules, go to <http://www.gsaelibrary.gsa.gov> and click on "View schedule contracts" from the menu bar on the right side of the page.

To see the current list of all Government-Wide MAS Blanket Purchase Agreements (BPAs), go to <http://www.gsaelibrary.gsa.gov> and click on "BPA" under *Quick Search* on the upper right hand corner of the page.

Handout B

SINs for Services on GSA Multiple Award Schedules

For more information on these Schedules/SINs, see: <http://www.gsaelibrary.gsa.gov>
Select the Schedule number (03FAC, 899, etc.) from the *Quick Search* pull-down menu in the upper right hand corner of the page.

(00CORP) The Consolidated Schedule)

<http://www.gsa.gov/consolidated>

All Schedules below indicated with an asterisk (*) are part of the Consolidated Schedule. The corresponding SIN on The Consolidated Schedule is shown below [in square brackets].

In addition to the services shown with an asterisk on this handout, The Consolidated Schedule includes Schedule 76 Publication Media, a product Schedule outside the scope of this handout. It also includes SINs from Schedules 36, 70, and 541 not listed in this handout.

***(03FAC) Facilities Maintenance and Management)**

<http://www.gsa.gov/cfmhservices>

- 871-202 Energy Management Planning and Strategies [C871-202]
- 871-203 Training on Energy Management [C871-203]
- 871-204 Metering Services [C871-204]
- 871-205 Energy Program Support Services [C871-205]
- 871-206 Building Commissioning Services [C871-206]
- 871-207 Energy Audit Services [C871-207]
- 871-208 Resource Efficiency Management (REM) [C871-208]
- 871-209 Innovations in Renewable Energy [C871-209]
- 871-210 Water Conservation [C871-210]
- 871-211 Energy Consulting Services [C871-211]
- 003-01 Smart Buildings Systems Integrator [C003-01]
- 371-001 Grounds and/or Cemetery Maintenance [C371-001]
- 371-002 Tree Planting / Trimming / Removal [C371-002]
- 371-003 Pest Control [C371-003]
- 541-001 Independent Elevator Inspection Services [C541-001]
- 561-001 Fire Alarm System Preventative Maintenance and Repair Services [C561-001]
- 561-002 Water Based Fire Suppression System Preventative Maintenance and Repair Services [C561-002]
- 801-001 Surface Preparation and/or Application of Chemical Compounds [C801-001]
- 811-001 Elevator and Escalator Preventative Maintenance [C811-001]
- 811-002 Complete Facilities Maintenance [C811-002]
- 811-003 Complete Facilities Management [C811-003]
- 811-004 Maintenance of Utility Systems [C811-004]
- 811-005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance [C811-005]
- 811-006 Facilities Maintenance and Management Consulting [C811-006]
- 812-002 Dry Docking and/or Dockside Maintenance and Repair Services [C812-002]

***(36) The Office, Imaging and Document Solution**

<http://www.gsa.gov/officeimaging>

- 51-500 Managed Print Services [C51-500]
- 51-501 Needs Assessment and Analysis Services [C51-501]
- 51-503 Education and Training Support Services [C51-503]

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- 51-504 Records Management Services [C51-504]
- 51-505 Document Production On-site and Off-site Services [C51-505]
- 51-506 Document Conversion Services [C51-506]
- 51-507 Destruction Services [C51-507]
- 51-508 Litigation Support Services [C51-508]
- 51-509 Network Connectivity Support Services [C51-509]
- 733-1 Mail Room Management Services [C733-1]
- 733-2 Presort Mail [C733-2]
- 733-3 Miscellaneous Mail Services [C733-3]
- 733-4 List Management Services [C733-4]
- 733-5 Mailroom Ergonomic Analysis Services [C733-5]
- 733-6 Mail Screening and Inspection Services [C733-6]

(48) Transportation, Delivery and Relocation Solutions

<http://www.gsa.gov/tdrs>

- 411-1 Ground Transportation Services
- 411-2 Rental Supplemental Vehicle Program (RSVP)
- 411-3 Transportation Consulting Services
- 411-4 Transportation Service Providers – Motor Freight
- 411-5 Transportation Service Providers – Water Freight
- 411-6 Transportation Service Providers – Rail Freight
- 411-7 Transportation Service Providers – Air Cargo / Freight
- 451-1 Express Small Package and Express Heavyweight Delivery Services
- 451-2 Ground Small Package Delivery Services
- 451-3 Local Courier Delivery Services (*Small Business Set Aside*)
- 653-1 Relocation Service Package
- 653-3 Relocation Software and Technology Tools
- 653-4 Additional Services
- 653-5 Agency Customization Services
- 653-7 Move Management Services
- 653-8 Office Relocation
- 653-9 Long Term Lodging

(58 I) Professional Audio/Video, Telemetry/Tracking, Recording/Reproducing and Signal Data Solutions

<http://www.gsa.gov/proav>

- 58-8 Professional Audio/Video Assessment, Design, and Integration
- 58-9 Professional Audio/Video Production
- 58-10 Professional Audio/Video Services NEC

***(70) General Purpose Commercial Information Technology Equipment, Software, and Services** [Note: not every SIN listed for this schedule is in The Consolidated Schedule]

<http://www.gsa.gov/itcenter>

- 132-12 Equipment Maintenance [C132-12]
- 132-34 Maintenance of Software as a Service [C132-34]
- 132-50 Training Courses [C132-50]
- 132-51 Information Technology Professional Services [C132-51]
- 132-52 Electronic Commerce and Subscription Services [C132-52]
- 132-53 Wireless Services [C132-53]
- 132-60A Electronic Credentials, Not Identity Proofed (Assurance Level 1 - OMB M-04-04)
Managed Service Offering
- 132-60B Electronic Credentials, Identity Proofed (Assurance Level 2 OMB M-04-04)
Managed Service Offering

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132-60C Digital Certificates, including ACES (Assurance Level 3 and 4 OMB M-04-04)
132-60E Remote Identity and Access Managed Service Offering
132-60F Identity and Access Management Professional Services
132-61 Public Key Infrastructure (PKI) Shared Service Providers (PKI SSP) Program
132-62 Products and Services for Agencies to Implement the Requirements of HSPD-12, FIP S-201 and Associated NIST Special Publications

(84) Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response

<http://www.gsa.gov/firesecurity>

260-14 Harbor/Waterfront Security Products and Services and Professional Marine Security Services
246-52 Professional Security/Facility Management Services
246-54 Protective Service Occupations
246-60-1 Security Systems Integration and Design Services
246-60-2 Security Management and Support Services
246-60-3 Security System Life Cycle Support
426-4F Emergency Preparedness and First Responder Equipment, Training and Services
426-6 Law Enforcement and Security Training
426-7 Professional Law Enforcement Services

***(520) Financial and Business Solutions (FABS)**

<http://www.gsa.gov/fabs>

520-1 Program Financial Advisor [C520-1]
520-2 Transaction Specialist [C520-2]
520-3 Due Diligence & Support Services [C520-3]
520-4 Debt Collection [C520-4]
520-5 Loan Servicing & Asset Management [C520-5]
520-6 Professional Legal Services [C520-6]
520-7 Financial & Performance Audits [C520-7]
520-8 Complementary Audit Services [C520-8]
520-9 Recovery Audits [C520-9]
520-10 Transportation Audits (*Small Business Set Aside*) [C520-10]
520-11 Accounting [C520-11]
520-12 Budgeting [C520-12]
520-13 Complementary Financial Management Services [C520-13]
520-14 Audit & Financial Training Services (*Small Business Set Aside*) [C520-14]
520-15 Outsourcing Recurring Commercial Activities for Financial Management Services [C520-15]
520-16 Business Information Services [C520-16]
520-17 Risk Assessment and Mitigation Services [C520-17]
520-18 Independent Risk Analysis [C520-18]
520-19 Data Breach Analysis [C520-19]
520-20 Comprehensive Protection Solutions [C520-20]
520-21 Program Management Services [C520-21]
520-22 Grants Management Support Services [C520-22]

***(541) Advertising & Integrated Marketing Solutions (AIMS)** <http://www.gsa.gov/aim>

541-1 Advertising Services [C541-1]
541-2 Public Relations Services [C541-2]
541-3 Web Based Marketing Services [C541-3]
541-4A Market Research and Analysis [C541-4A]
541-4B Video/Film Production [C541-4B]

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541-4C Exhibit Design and Implementation Services [C541-4C]
541-4D Conference, Events and Tradeshow Planning Services [C541-4D]
541-4E Commercial Photography Services [C541-4E]
541-4F Commercial Art and Graphic Design Services [C541-4F]
541-4G Challenges and Competitions Services [C541-4G]
541-5 Integrated Marketing Services [C541-5]

(599) Travel Services Solutions – <http://www.gsa.gov/tss>

599-1 Travel Consulting Services
599-2 Travel Agent Services
599-3 Lodging Negotiations & Management Services
599-4 Air Charter Services – Owner Operated
599-5 Air Charter Services – Brokers
599-6 Specialized Conference Facilities and Services

(736) Temporary Administrative and Professional Staffing (TAPS) (06/05/2013) *(all SINs in this MAS contract are Small Business Set Aside)*

<http://www.gsa.gov/tempservices>

736-1 Administrative Support and Clerical Occupations (with and/or without security clearances, i.e. Secret, Top Secret, Top Secret SCI, etc.) *(Small Business Set Aside)*
736-2 Automatic Data Processing Occupations (with and/or without security clearances, i.e. Secret, Top Secret, Top Secret SCI) *(Small Business Set Aside)*
736-3 General Services and Support (with and/or without security clearances, i.e., Secret, Top Secret, Top Secret SCI) *(Small Business Set Aside)*
736-4 Information and Arts Occupations, Including Miscellaneous Occupations (with and/or without security clearances, i.e., Secret, Top Secret, Top Secret SCI) *(Small Business Set Aside)*
736-5 Technical and Professional Occupations (with and/or without security clearances, i.e., Secret, Top Secret, Top Secret SCI) *(Small Business Set Aside)*

***(738 II) Language Services** <http://www.gsa.gov/language>

382-1 Translation Services [C382-1]
382-2 Interpretation Services [C382-2]
382-3 Training & Educational Materials [C382-3]
382-4 Comprehensive Linguistic Analytic Support Services (CLASS) [C382-4]
382-5 Services for the Visual and Hearing Impaired [C382-5]

***(738X) Human Resources & Equal Employment Opportunity Services**

<http://www.gsa.gov/hreeo>

595-21 Human Resource Services (Excluding EEO Services) [C595-21]
595-22 Private Shared Service Center for Core HR Services *(closed to new offers)*
595-25 EEO Services [C595-25]
595-26 Private Shared Service Center for non-Core HR Services *(closed to new offers)*
595-27 Pre-Employment Background Investigations [C595-27]
595-28 Social Services, Professional Counseling and Veterans Readjustment & Behavioral Health Services [C595-28]

***(871) Professional Engineering Services** <http://www.gsa.gov/eng>

871-1 Strategic Planning for Technology Programs/Activities [C871-1]
871-2 Concept Development and Requirements Analysis [C871-2]
871-3 System Design, Engineering and Integration [C871-3]
871-4 Test and Evaluation [C871-4]
871-5 Integrated Logistics Support [C871-5]

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871-6 Acquisition and Life Cycle Management [C871-6]
871-7 Construction Management [C871-7]

***(874) Mission Oriented Business Integrated Services (MOBIS)**

<http://www.gsa.gov/mobis>

874-1 Integrated Consulting Services [C874-1]
874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses,
Course Development and Test Administration, Learning Management, Internships
[C874-4]
874-6 Acquisition Management Support [C874-6]
874-7 Integrated Business Program Support Services [C874-7]
874-8 DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training for GS-1102
and non-1102 Personnel [C874-8]
874-9 Off-the-Shelf Training Devices and Training Materials: Print, Electronic, Audio-Visual,
Multi-Media, and Simulation Training Devices [C874-9]

***(874 V) Logistics Worldwide (LOGWORLD)**

<http://www.gsa.gov/logworld>

874-501 Supply and Value Chain Management [C874-501]
874-503 Distribution and Transportation Logistics Services [C874-503]
874-504 Deployment Logistics [C874-504]
874-505 Logistics Training Services [C874-505]
874-507 Operations & Maintenance Logistics Management and Support Services [C874-507]

***(899) Environmental Services**

<http://www.gsa.gov/environmentalservices>

899-1 Environmental Consulting Services [C899-1]
899-3 Environmental Training Services [C899-3]
899-5 Materials and Waste Recycling and Disposal Services [C899-5]
899-7 Geographic Information Systems (GIS) Services [C899-7]
899-8 Remediation and Reclamation Services [C899-8]

Handout C: NAICS Codes Cross-Reference to GSA Schedules with Services UPDATED: October 31, 2013

(Note: includes only SINS listed in Handout B: SINS for Services on GSA Multiple Award Schedules)

NAICS (Number)	NAICS (Title)	GSA Schedule Number(s), Schedule Name(s), and Applicable SIN(s)
115112	Soil Preparation, Planting, and Cultivating	03FAC – Facilities Maintenance and Management (371-001, 371-002, 371-003, 811-002)
115310	Support Activities for Forestry	03FAC – Facilities Maintenance and Management (371-003)
221112	Fossil Fuel Electric Power Generation	03FAC – Facilities Maintenance and Management (871-209)
221114	Solar Electric Power Generation	03FAC – Facilities Maintenance and Management (871-209)
221115	Wind Electric Power Generation	03FAC – Facilities Maintenance and Management (871-209)
221116	Geothermal Electric Power Generation	03FAC – Facilities Maintenance and Management (871-209)
221117	Biomass Electric Power Generation	03FAC – Facilities Maintenance and Management (871-209)
221118	Other Electric Power Generation	03FAC – Facilities Maintenance and Management (871-209)
221310	Water Supply and Irrigation Systems	03FAC – Facilities Maintenance and Management (871-210)
221330	Steam and Air-Conditioning Supply	03FAC – Facilities Maintenance and Management (871-209)
236220	Commercial and Institutional Building Construction	871 – Professional Engineering Services (871-7)
237110	Water and Sewer Line and Related Structures Construction	03FAC – Facilities Maintenance and Management (871-210)
237130	Power and Communication Line and Related Structures Construction	03FAC – Facilities Maintenance and Management (871-202, 871-209, 811-002, 811-004)
238160	Roofing Contractors	03FAC – Facilities Maintenance and Management (811-002)
238210	Electrical Contractors and Other Wiring Installation Contractors	03FAC – Facilities Maintenance and Management (871-204, 003-01, 561-001, 561-002, 811-004)
238220	Plumbing, Heating, and Air-Conditioning Contractors	03FAC – Facilities Maintenance and Management (871-204, 871-210, 561-002, 811-002, 811-005)
238290	Other Building Equipment Contractors	03FAC – Facilities Maintenance and Management (541-001, 811-001, 811-002)
238320	Painting and Wall Covering Contractors	03FAC – Facilities Maintenance and Management (801-001, 811-002, 812-002)
238390	Other Building Finishing Contractors	03FAC – Facilities Maintenance and Management (801-001)
332812	Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers	03FAC – Facilities Maintenance and Management (801-001)
332812	Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers	03FAC – Facilities Maintenance and Management (801-001)
332999	All Other Miscellaneous Fabricated Metal Product Manufacturing	84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency / Disaster Response (426-4F)
336611	Ship Building and Repairing	03FAC – Facilities Maintenance and Management (812-002)
423490	Other Professional Equipment and Supplies Merchant Wholesalers	874 – Mission Oriented Business Integrated Services (MOBIS) (874-9)
454112	Electronic Auctions	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-52)
481112	Scheduled Freight Air Transportation	48 – Transportation, Delivery and Relocation Solutions (411-7, 451-2)
481211	Nonscheduled Chartered Passenger Air Transportation	599 – Travel Services Solutions (599-4, 599-5)
481219	Other Nonscheduled Air Transportation	599 – Travel Services Solutions (599-4, 599-5)
482111	Line-Haul Railroads	48 – Transportation, Delivery and Relocation Solutions (411-6)
483211	Inland Water Freight Transportation	48 – Transportation, Delivery and Relocation Solutions (411-5)
483212	Inland Water Passenger Transportation	48 – Transportation, Delivery and Relocation Solutions (411-5)
484110	General Freight Trucking, Local	48 – Transportation, Delivery and Relocation Solutions (411-4)
484210	Used Household and Office Goods Moving	48 – Transportation, Delivery and Relocation Solutions (451-1, 653-1, 653-3, 653-4, 653-5, 653-7, 653-8)
485320	Limousine Service	48 – Transportation, Delivery and Relocation Solutions (411-1)
485999	All Other Transit and Ground Passenger Transportation	48 – Transportation, Delivery and Relocation Solutions (411-1)
488310	Port and Harbor Operations	03FAC – Facilities Maintenance and Management (812-002)
488330	Navigational Services to Shipping	03FAC – Facilities Maintenance and Management (812-002)

Handout C: NAICS Codes Cross-Reference to GSA Schedules with Services UPDATED: October 31, 2013

(Note: includes only SINS listed in Handout B: SINS for Services on GSA Multiple Award Schedules)

NAICS (Number)	NAICS (Title)	GSA Schedule Number(s), Schedule Name(s), and Applicable SIN(s)
488390	Other Support Activities for Water Transportation	03FAC – Facilities Maintenance and Management (812-002)
492210	Local Messengers and Local Delivery	48 – Transportation, Delivery and Relocation Solutions (451-3)
493110	General Warehousing and Storage	36 – The Office, Imaging and Document Solution (51-504)
511199	All Other Publishers	874 – Mission Oriented Business Integrated Services (MOBIS) (874-9)
511210	Software Publishers	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-34)
512110	Motion Picture and Video Production	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-4B)
517110	Wired Telecommunications Carriers	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-52)
517210	Wireless Telecommunications Carriers (except Satellite)	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-53)
517911	Telecommunications Resellers	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-52, 132-53)
517919	All Other Telecommunications	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-52, 132-53)
518210	Data Processing, Hosting, and Related Services	36 – The Office, Imaging and Document Solution (51-506, 51-508); 70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-52)
519130	Internet Publishing and Broadcasting and Web Search Portals	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-52)
522310	Mortgage and Nonmortgage Loan Brokers	520 – Financial and Business Solutions (FABS) (520-1, 520-2, 520-5)
523110	Investment Banking and Securities Dealing	520 – Financial and Business Solutions (FABS) (520-1, 520-2)
524292	Third Party Administration of Insurance and Pension Funds	520 – Financial and Business Solutions (FABS) (520-15)
531110	Lessors of Residential Buildings and Dwellings	48 – Transportation, Delivery and Relocation Solutions (653-9)
531210	Offices of Real Estate Agents and Brokers	520 – Financial and Business Solutions (FABS) (520-1, 520-2)
531312	Nonresidential Property Managers	03FAC – Facilities Maintenance and Management (811-002, 811-003, 811-006)
532111	Passenger Car Rental	48 – Transportation, Delivery and Relocation Solutions (411-2)
532112	Passenger Car Leasing	48 – Transportation, Delivery and Relocation Solutions (411-2)
532420	Office Machinery and Equipment Rental and Leasing	36 – The Office, Imaging and Document Solution (51-500)
541110	Offices of Lawyers	36 – The Office, Imaging and Document Solution (51-508); 520 – Financial and Business Solutions (FABS) (520-6); 738 X – Human Resources & Equal Employment Opportunity Services (595-28)
541199	All Other Legal Services	36 – The Office, Imaging and Document Solution (51-508)
541211	Offices of Certified Public Accountants	520 – Financial and Business Solutions (FABS) (520-7, 520-9, 520-10, 520-11, 520-12)
541214	Payroll Services	520 – Financial and Business Solutions (FABS) (520-15)
541219	Other Accounting Services	520 – Financial and Business Solutions (FABS) (520-9, 520-10, 520-11, 520-12, 520-15)
541320	Landscape Architectural Services	03FAC – Facilities Maintenance and Management (371-001, 371-002, 811-002)
541330	Engineering Services	03FAC – Facilities Maintenance and Management (871-202, 871-206, 871-207, 871-209); 36 – The Office, Imaging and Document Solution (733-6); 84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency / Disaster Response (246-52, 246-60-1); 871 – Professional Engineering Services (871-1, 871-2, 871-3, 871-4, 871-5, 871-6)
541350	Building Inspection Services	03FAC – Facilities Maintenance and Management (871-202, 871-205, 871-206, 871-207, 871-208, 871-209, 541-001, 811-002)
541370	Surveying and Mapping (except Geophysical) Services	36 – The Office, Imaging and Document Solution (51-501)

Handout C: NAICS Codes Cross-Reference to GSA Schedules with Services UPDATED: October 31, 2013

(Note: includes only SINS listed in Handout B: SINS for Services on GSA Multiple Award Schedules)

NAICS (Number)	NAICS (Title)	GSA Schedule Number(s), Schedule Name(s), and Applicable SIN(s)
541380	Testing Laboratories	03FAC – Facilities Maintenance and Management (871-206); 899 – Environmental Services (899-8)
541430	Graphic Design Services	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-4F)
541511	Custom Computer Programming Services	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-34, 132-51); 541 – Advertising & Integrated Marketing Solutions (AIMS) (541-3)
541512	Computer Systems Design Services	03FAC – Facilities Maintenance and Management (003-01, 811-006); 70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-51); 84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency / Disaster Response (246-60-3)
541513	Computer Facilities Management Services	03FAC – Facilities Maintenance and Management (871-203, 003-01, 811-002, 811-003); 70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-51)
541519	Other Computer Related Services	70 – General Purpose Commercial Information Technology Equipment, Software, and Services (132-34, 132-51, 132-52, 132-53, 132-60A, 132-60B, 132-60C, 132-60E, 132-60F, 132-61, 132-62)
541611	Administrative Management and General Management Consulting Services	03FAC – Facilities Maintenance and Management (871-203, 871-211, 811-003, 811-006); 36 – The Office, Imaging and Document Solution (51-501, 51-504, 51-506, 51-508, 733-5); 520 – Financial and Business Solutions (FABS) (520-3, 520-5, 520-8, 520-12, 520-13, 520-14, 520-21, 520-22); 599 – Travel Services Solutions (599-1); 738 X – Human Resources & Equal Employment Opportunity Services (595-21, 595-25, 595-28); 874 – Mission Oriented Business Integrated Services (MOBIS) (874-1, 874-6, 874-7)
541612	Human Resources Consulting Services	738 X – Human Resources & Equal Employment Opportunity Services (595-21, 595-22, 595-26, 595-28)
541613	Marketing Consulting Services	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-4G, 541-5)
541614	Process, Physical Distribution and Logistics Consulting Services	48 – Transportation, Delivery and Relocation Solutions (411-3); 874 V – Logistics Worldwide (LOGWORLD) (874-501, 874-503, 874-504, 874-505)
541618	Other Management Consulting Services	03FAC – Facilities Maintenance and Management (871-202, 871-205, 871-208, 871-211, 811-002, 811-003, 811-004); 599 – Travel Services Solutions (599-1)
541620	Environmental Consulting Services	899 – Environmental Services (899-1, 899-3, 899-7)
541690	Other Scientific and Technical Consulting Services	03FAC – Facilities Maintenance and Management (871-202, 871-203, 871-204, 871-205, 871-206, 871-207, 871-210, 871-211, 003-01); 84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency / Disaster Response (260-14, 246-52, 426-4F)
541711	Research and Development in Biotechnology	871 – Professional Engineering Services (871-1, 871-2, 871-3, 871-4, 871-5, 871-6)
541712	Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)	871 – Professional Engineering Services (871-1, 871-2, 871-3, 871-4, 871-5, 871-6)
541810	Advertising Agencies	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-1)
541820	Public Relations Agencies	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-2)
541850	Outdoor Advertising	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-4C)
541910	Marketing Research and Public Opinion Polling	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-4A)
541922	Commercial Photography	541 – Advertising & Integrated Marketing Solutions (AIMS) (541-4E)
541930	Translation and Interpretation Services	738 II – Language Services (382-1, 382-2, 382-3, 382-4, 382-5)

Handout C: NAICS Codes Cross-Reference to GSA Schedules with Services UPDATED: October 31, 2013

(Note: includes only SINS listed in Handout B: SINS for Services on GSA Multiple Award Schedules)

NAICS (Number)	NAICS (Title)	GSA Schedule Number(s), Schedule Name(s), and Applicable SIN(s)
541990	All Other Professional, Scientific and Technical Services	58 I – Professional Audio / Video, Telemetry / Tracking, Recording / Reproducing and Signal Data Solutions (58-8, 58-9, 58-10); 84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency / Disaster Response (246-52, 426-4F, 426-7); 520 – Financial and Business Solutions (FABS) (520-17, 520-20); 738 X – Human Resources & Equal Employment Opportunity Services (595-28)
561110	Office Administrative Services	03FAC – Facilities Maintenance and Management (811-002, 811-003); 36 – The Office, Imaging and Document Solution (51-504, 51-508, 733-1)
561210	Facilities Support Services	03FAC – Facilities Maintenance and Management (871-205, 871-208, 871-211, 541-001, 811-001, 811-002, 811-003); 36 – The Office, Imaging and Document Solution (51-504, 51-505, 733-1, 733-2, 733-3); 874 V – Logistics Worldwide (LOGWORLD) (874-507)
561311	Employment Placement Agencies	738 X – Human Resources & Equal Employment Opportunity Services (595-28)
561320	Temporary Help Services	736 – Temporary Administrative and Professional Staffing (TAPS) (736-1, 736-2, 736-3, 736-4, 736-5)
561330	Professional Employer Organizations	84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency / Disaster Response (260-14)
561410	Document Preparation Services	36 – The Office, Imaging and Document Solution (51-504, 51-506, 51-508); 738 X – Human Resources & Equal Employment Opportunity Services (595-25)
561439	Other Business Service Centers (including Copy Shops)	36 – The Office, Imaging and Document Solution (51-505, 733-1, 733-2, 733-3)
561440	Collection Agencies	520 – Financial and Business Solutions (FABS) (520-4)
561450	Credit Bureaus	520 – Financial and Business Solutions (FABS) (520-16)

Handout D

Advantages of using GSA Multiple Award Schedules¹

- ✓ No Posting/Publication (*FedBizOpps* Synopsis) Requirement.²
- ✓ Flexibility in Adding Agency-Specific Clauses and Provisions.³
- ✓ Contractors Are Already Determined Responsible.⁴
- ✓ No Dollar Limitation on Orders⁵
- ✓ GSA Schedule Electronic Tools Assist Market Research, Dissemination of Requests for Quotes (RFQs), and Ordering.⁶
- ✓ Recurring Requirements Can Be Satisfied With Flexible Schedule Blanket Purchase Agreements Rather Than Agency Indefinite Quantity Contracts.⁷
- ✓ Agencies Retain Maximum Flexibility for “Best Value” Source Selections.⁸
- ✓ GSA Schedules Are a Higher Priority Source to Be Considered Before Soliciting Open-Market Commercial Sources for Supplies or Services.⁹
- ✓ Statutory “Competition” Requirements Have Already Been Met.¹⁰
- ✓ Large Pool of Available Contractors Offering a Wide Variety of Commercial Services and Products.¹¹
- ✓ Task Orders Need Not Be Fixed-Price; Schedules Permit Labor Hour and Time & Material Task Orders.¹²
- ✓ Agencies Can Utilize Discretionary Small Business Set-Aside Authority to Meet Small Business Goals.¹³
- ✓ Unit Prices Are Already Determined Fair & Reasonable at the Schedule Contract Level.¹⁴
- ✓ Agencies Are Free to Negotiate Discounts from GSA Schedule Contract Pricing.¹⁵
- ✓ Schedule Contractors Can Team Across Schedules for All-Schedule Solutions to Complex Requirements.¹⁶
- ✓ Streamlined RFQ and Ordering Procedures Simplify and Save Time Compared to Complex FAR Part 15 Procedures.¹⁷

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- ✓ Ordering Agencies Can Retain Full Control Over Their Task Orders; GSA Permission is Not Required to Place Schedule Orders.¹⁸
- ✓ GSA Schedules Support the Use of the Government Commercial Purchase Card as an Ordering and Payment Mechanism.¹⁹
- ✓ Subcontracting Plans are not Required for Orders²⁰
- ✓ GSA Provides Classroom and Online Training for Agencies on How to Use GSA Schedules.²¹

END NOTES

¹ Comments on this document can be addressed to brad.demers@gsa.gov.

² [FAR 8.404\(a\)](#) refers. The lack of a 10-day posting requirement and the exemption from the synopsis requirement further reduces procurement lead time for Schedule orders. Note [FAR 8.404\(g\)](#) requirements for Recovery Act procurements.

³ Schedule contract clauses are shown for each contract at www.gsaelibrary.gsa.gov. Once there, type in the contract number in the search field. Click on the contractor name in the result, and then click on “view specifics for this contract” link under Contract Clauses/Exceptions. Agencies may add to their orders any clauses, terms and conditions not conflicting with the FAR or the clauses in the Schedule contract (e.g., agencies may add [options](#), award term provisions, performance incentives, etc.).

⁴ Ordering agencies are not required to make a separate [FAR 9.1](#) responsibility determination for Schedule contractors as that determination has already been accomplished by the Schedules Contracting Officer. [Advanced Technology Systems, Inc., B-296493.6, October 6, 2006.](#)

⁵ The Minimum Order amount on Schedule contracts is very low, typically \$300 or less. The so-called “Maximum Order Limitation” (MOL) is a misnomer because it actually places no dollar limitation on the authority of the ordering activity to place an order for any amount. The MOL amount has no practical effect on orders. It is simply the point at which a Schedule contractor could decline the work by notifying the ordering activity in accordance with the Order Limitations Clause (52.216-19) of their Schedule contract. However, due to the competition requirements for Schedule orders, it is highly unlikely for this to *ever* occur as a contractor who chooses not to participate in an order above their MOL would simply not quote on that RFQ.

⁶ Agencies can use [Schedules eLibrary](#) to determine which Schedule(s) and Special Item Numbers SIN(s) are necessary to meet their requirements. Searching service contracts pricelists at [GSA Advantage](#) using keywords from the PWS can assist in market research. Accessing those same pricelists is important when the agency enduser is preparing a Government estimate for acquisition planning. GSA [eBuy](#) can be used as a “sources sought notice” to post a Request for Information (or even a Draft RFQ for comment) visible to all holders of a particular Schedule SIN. In the RFQ phase, the *eBuy* website can be used to send out the Schedule order RFQ. (In addition, *GSA Advantage* can be used for the quick and easy process of online shopping and ordering for products.)

⁷ See <http://www.gsa.gov/bpa> and [FAR 8.405-3](#) for information on Schedule BPAs. Schedule BPAs can be Single-Award or Multiple-Award just like indefinite quantity-type contracts. Agencies have the same flexibility with Schedule BPAs (non-conflicting clauses, options, source selection, price discount negotiations, etc.) as they do with Schedule orders. Schedule BPAs, which are simplified acquisition methods for both supplies and services, offer significantly lower procurement lead times when compared with the resources necessary to establish agency IDIQs. In addition, because BPAs are not “contracts” for

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many FAR purposes, ordering agencies have enhanced flexibility. (For a discussion of this issue with case references, visit [THIS](#) page on interact and scroll down to “BPA ISSUES”).

⁸ Neither FAR SubPart 8.4 nor the terms of the Schedule contracts place any restriction on the flexibility of the ordering agency to establish desired order evaluation factors or source selection procedures. Because FAR Part 15 does not apply to Schedule orders or Schedule BPAs (see note 17 below), Schedule ordering permits streamlined and simplified source selection. Agencies can evaluate quotes for Schedule orders or BPAs from anywhere in the Best Value Continuum from low-price-technically-acceptable to full best value evaluation.

⁹ [FAR 8.004](#) states that agencies should consider satisfying their requirements for supplies and services from GSA Schedules in preference to commercial (open-market) sources.

¹⁰ Schedule BPAs and orders are considered to be issued using full and open competition. [FAR 6.102\(d\)\(3\)](#). When placing orders against GSA Schedules or establishing Schedule BPAs, ordering agencies shall not seek competition outside the MAS program. [FAR 8.404\(a\)](#). When agencies use the [FAR 8.405-1](#) and -2 ordering procedures, the requirements of the Competition in Contracting Act (CICA) of 1984 have been met.

¹¹ Over 20 million supplies and services are available on GSA’s Multiple Award Schedules program. A particular [Schedule](#) can typically have many hundreds of available contractors representing the whole range of socioeconomic categories.

¹² Schedule contracts for services include FAR 52.212-4 Alternate I allowing for Time and Material and Labor Hour orders (T&M/LH) provided a Determination and Findings (D&F) is prepared in accordance with [FAR 8.404\(h\)\(3\)](#).

¹³ Reference [FAR 8.405-5](#).

¹⁴ Reference [FAR 8.404\(d\)](#). However, for DOD, see [Class Deviation 2014-O0011](#)

¹⁵ *Ibid.*, [FAR 8.405-4](#): “...the ordering activity *shall* seek a price reduction when the order or BPA exceeds the simplified acquisition threshold.”

¹⁶ See <http://www.gsa.gov/cta> for FAQs on Schedule contractor teaming and information on the contents of a Contractor Team Agreement (CTA). It is important to note that Schedule CTAs are NOT to be mistaken for [FAR 9.106 CTAs](#). Subcontractors are NOT CTA members under Schedule CTAs.

¹⁷ Nothing in FAR Part 15 applies to Schedule orders or BPAs. Reference [FAR 8.404\(a\)](#). Ordering activities failing to treat a Schedules procurement under FAR 8.4 as a streamlined acquisition and instead relying on the more complex Part 15 acquisition procedures do so at their peril. The United States Court of Claims has specifically held that FAR Part 15 is not applicable to MAS orders. See [Ellsworth Associates, Inc. v United States, 45 Fed. Cl. 388 \(1999\)](#). The Government Accountability Office (GAO) has also stated that FAR Part 15 does not apply to Schedule orders. See [Computer Products, Inc., B-284702, May 24, 2000](#). If a formal FAR Part 15 negotiation process or something akin to it is utilized (e.g., “debriefing” or “Competitive Range Determinations”), GAO may use FAR Part 15 as guidance in reviewing an agency's actions. See [ACS Government Solutions Group, Inc., B-282098.2, B-282098.3, June 2, 1999](#). Discussions with contractors are not required for Schedule orders. Instead the Ordering CO can seek additional information regarding an RFQ without triggering Part 15 discussion rules. See [Intelligent Decisions, Inc., B-274626.2, December 23, 1996](#) and [ViON Corporation, B-283804.2, January 24, 2000](#).

¹⁸ There are GSA offices that will (for a fee) act as an agency’s Ordering Officer. But those “[assisted services](#)” are not required in order for agencies to directly issue and administer their delivery/task orders against the GSA Schedules. **Ordering activities pay no fee to GSA to issue their own orders against a Schedules contract.** (The GSA Schedule contract prices already include a 0.75% Industrial Funding Fee

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which the Schedule contractors remit to GSA. Ordering activities receiving a quote from a Schedule contractor with a 0.75% IFF added to the quote should inform the contractor that the Schedule price already includes the IFF. Ordering Officers may wish to contact the GSA Contracting Officer if necessary.)

¹⁹ All GSA Schedules require contractors to accept the purchase card for Schedule orders at or below the micropurchase threshold. Most contractors also choose to accept the purchase card for orders above the micropurchase threshold. (See each contractor's *GSA Advantage*-posted pricelist for more information.).

²⁰ All GSA Schedules awarded to other than small businesses have a subcontracting plan at the contract level. In accordance with [FAR 19.705-2\(e\)](#) a contract may have no more than one plan. Even if an ordering activity were to erroneously implement a subcontracting plan at the order level, FPDS would not recognize said plan and thus be ineligible for credit due to the inability to report in the Electronic Subcontracting Reporting System.

²¹ GSA websites like [eBuy](#) and [GSA Advantage!®](#) include tutorials. Additional resources for training on the Schedules program are available at www.gsa.gov/masnews. For in-depth detailed information/discussions on ordering professional services visit: <https://interact.gsa.gov/groups/services-ordering-solutions-avoiding-mas-confusion>

Handout E

GSA Schedule Task Order File Checklist¹

For Federal Supply Schedule Services Exceeding the Micropurchase Threshold

Ordering agencies are strongly encouraged to make their own Schedule Task Order Checklist for both delivery orders and task orders. This checklist document includes only FAR and Schedule contract-level requirements. It must be tailored to each agency and each contracting activity. For example, DoD ordering activities must supplement FAR requirements for Schedule orders by documenting compliance with [DFARS 208.4](#) in addition to the requirements shown on this checklist. In addition, ordering activities should reorganize this list in accordance with the contracting activity's own contract file tab guide. (Note that orders against Schedule BPAs may include additional requirements consistent with BPA ordering procedures. The scope of this checklist is limited to service orders placed directly against the Schedule contract by ordering activities.)

1. Acquisition Planning

___ Services that substantially or to a dominant extent specify performance of architect-engineer services ([FAR 2.101](#), [36.601-4](#)) are not procured [[FAR 8.403\(c\)](#)].

___ Services are non-personal [[FAR 37.103\(a\)\(3\)](#)].²

___ Services are not inherently governmental ([FAR 7.5](#)).

___ Complete acquisition planning according to FAR and agency specific acquisition planning procedures [[FAR 8.404\(c\)\(1\)](#), [7.1](#)].

___ If a bundled contract ([FAR 2.101](#)), compliance with all FAR bundling requirements is documented [[FAR 8.404\(c\)\(2\)](#)].

___ Documentation that services are not available from a higher-priority *AbilityOne* (<http://abilityone.org>) service provider [[FAR 8.002\(a\)\(2\)](#)].

___ Rationale for using a Time-and-Material/Labor Hour type task order [[FAR 8.404\(h\)\(3\)](#)].

___ If acquisition is over \$500k, [[FAR 17.500\(c\)\(2\)](#)], complete a determination of best procurement approach [[FAR 17.502-1](#)].³

___ Requiring activity provided information on applicable regulatory and statutory requirements to Contracting Officer [[FAR 8.404\(b\)](#)].

___ Other:

¹ Comments on this document can be addressed to brad.demers@gsa.gov.

² DoD ordering activities should see [DFARS 237.104](#) for D&F requirements.

³ For DOD, this must be done for any acquisition above the SAT [[DFARS 217.7802](#)].

2. **Market Research**

___ Documented market research with suggested Schedule sources [\[FAR 10.001\(a\)\]](#).

___ Limited Sources Justification [\[FAR 8.405-6\]](#) if sending the RFQ to less than three Schedule contractors.

___ Purchase request, evidence of availability of funds and Government estimate of order price [\[FAR 4.803\]](#).

___ Commerciality of services [\[FAR 12, Schedule contract scope\]](#).

___ Within scope of Schedule (s) _____ and
SIN(s) _____ [\[Schedule contract scope\]](#).

___ GSA [eLibrary](#) SIN descriptions and GSA [Advantage!](#)® Schedule pricelists consulted [\[Schedule contract scope\]](#).

___ Research Schedule pricelists to determine if [FAR 8.402\(f\)](#) procedures will be needed if a total schedule solution cannot be obtained.⁴

___ Other:

3. **Pre-Request for Quotation (RFQ) Determinations**

___ RFQ contains (1) Performance Work Statement, (2) Evaluation Factors, [both in [FAR 8.405-2 \(c\)](#)] and (3) Agency FAR Supplement clauses/provisions not conflicting with the Schedule contract [\[FAR 8.404\(b\)\]](#).⁵

___ Clauses have not been included or clauses have not been tailored without determining that they are consistent with customary commercial practice or a waiver has been obtained. [\[FAR 12.302\(c\)\]](#).

___ Evidence that a *performance-based* statement of work was used to the maximum extent practicable [\[FAR 8.405-2\(b\), 37.602\]](#) and document the rationale for using other than a performance-based order [\[FAR 8.405-2\(f\)\(7\)\(ii\)\]](#).

___ Head of Contracting Activity approval obtained if T&M/LH-type order and if base period plus any option periods exceeds three years [\[FAR 8.404\(h\)\(3\)\(ii\)\(C\)\]](#).

___ For services meeting the definition of advisory and assistance services ([FAR 37.2](#)), the required determination has been approved [\[FAR 37.204\]](#).

___ Statement of Work includes work to be performed, location, period of performance, deliverable schedule, performance standards and any special requirements [\[FAR 8.405-2\(b\)\]](#).

___ Performance incentives considered [\[FAR 16.402-2, FAR 37.6\]](#).

⁴ It is best practice to obtain a total Schedule solution and avoid using [FAR 8.402\(f\)](#). Methods of obtaining a total Schedule solution include use of [CTAs](#) and the [FAR 51 Deviation](#).

⁵ See also ordering agency FAR Supplements. For example, [DFARS 217.7802\(b\)\(4\)](#) requires inclusion of applicable DFARS clauses on Schedule orders.

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___ If including task order options, document decisions on use and evaluation of options [[FAR 17.2](#)].

___ Other:⁶

4. Request for Quotations

___ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) and over \$25k, informational notice posted at *FedBizOpps* [[FAR 8.404\(g\)\(1\)](#), 5.704] in addition to usual solicitation practice (e.g., *GSA eBuy*).

___ Documentation that the RFQ was provided to at least three Schedule contractors [[FAR 8.405-2\(c\)\(2\)\(ii\)](#)] (micropurchase to SAT) and issued on E-buy OR to enough Schedule contractors to ensure three quotes are *received* when the order exceeds the SAT [[FAR 8.405-2\(c\)\(3\)](#)] if a limited sources justification [[FAR 8.406\(a\)\(1\)](#)] is not warranted.

___ RFQ provided to all Schedule contractors who request it [[FAR 8.405-2\(c\)\(4\)](#)].

___ If not setting aside for small business, consider, if available, at least one small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, woman-owned small business, or small disadvantage business Schedule contractor [[FAR 8.405-5\(c\)](#)].

___ If performance-based, the Quality Assurance Surveillance Plan was prepared ([FAR 37.6, 46.4](#)).

___ Other:

5. Evaluation of Quotes

___ *Excluded Party List System* (www.sam.gov) checked prior to evaluation of quotes [[FAR 9.405\(d\)\(3\)](#)].

___ Evaluate all quotes received using evaluation criteria in the RFQ [[FAR 8.405-2\(d\)](#)].

___ Determination of fair and reasonable pricing for quoted open market (non-Schedule contract items) on the best-value quote [[FAR 8.402\(f\)\(2\)](#)].

___ Record of price discounts sought/obtained [[FAR 8.404\(d\)](#), [8.405-2\(c\)\(3\)](#), [8.405-4](#)].

___ If evaluating services satisfying the requirement and quoted at equal prices, give preference to the quotes from small businesses [[FAR 8.405-5\(c\)](#)].

___ Contractor Teaming Agreement reviewed [<http://www.gsa.gov/cta>].

___ Evaluate (1) the quoted level of effort, (2) the labor mix proposed, and (3) the reasonableness of the total order price [[FAR 8.405-2\(d\)](#)].

⁶ For example, DoD ordering activities would tailor this to include the determination not to do a performance-based service contract (if applicable) [[DFARS 237.170-2](#)]

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___ Document the Schedule contracts considered, the amount paid, the evaluation methodology used in selecting the best-value contractor, and the rationale for any selection tradeoffs. [[FAR 8.405-2 \(f\)](#)].

___ Evaluate task order options [[FAR 17.206](#)].

___ Other:

6. Pre-Award Documentation and Clearances

___ Compliance with applicable labor laws (e.g., Service Contract Act and Davis-Bacon Act [for Ancillary Repair & Alternation SIN]).

___ Open market (non-Schedule contract) items are marked on the task order as items not on the Federal Supply Schedule [[FAR 8.402\(f\)\(3\)](#)].

___ Competition (FAR 6), publicizing (FAR 5) and set-aside (FAR 19) requirements have been met for open market items [[FAR 8.402\(f\)\(1\)](#)].

___ Clauses applicable to open market (non-Schedule contract) items are included on the order [[FAR 8.402\(f\)\(4\)](#)].

___ *Excluded Party List System* (www.sam.gov) checked *again* immediately prior to task order award [[FAR 9.405\(d\)\(4\)](#)].

___ Other:

7. Post-Award

___ Provide timely notification to unsuccessful quoters [[FAR 8.405-2\(d\)](#)].

___ Appointment of COR/COTR with training certification [[OMB Memo September 6, 2011](#)]⁷.

___ If requested by unsuccessful quoters, provide brief explanation of basis for the award decision if evaluation includes non-price factors [[FAR 8.405-2\(d\)](#)].

___ Task order issued on Optional Form 347, an agency prescribed form,⁸ or an electronic communication format including billing address, Schedule contract number, agency order number, SIN(s), period of performance, and SOW [[FAR 8.406-1](#)].

___ Order reported (e.g., FPDS; [FAR 4.602](#)) toward agency's socioeconomic goals [[FAR 8.405-5\(b\)](#)].

___ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) and over \$500k, award notice publicized [[FAR 8.404\(g\) 5.705\(a\)](#)].

___ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) regardless of dollar value, award notice with rationale publicized if order is T&M/LH-type or under a Limited Sources Justification [[FAR 5.705\(b\)](#)].

⁷ DoD agencies should substitute appropriate DAWIA requirements.

⁸ DoD agencies should tailor this to DFARS [PGI 208.406-1](#) regarding the use of the DD1155 (at or below the SAT) and the SF1449 (above the SAT).

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- ___ Inspect services in accordance with contract and order requirements as specified in the task order's Quality Assurance Surveillance Plan [[8.406-2\(b\)](#)].⁹
- ___ On orders exceeding the SAT, report contractor performance in PPIRS [[FAR 8.406-7](#)].
- ___ Exercise task order options in accordance with the order and FAR [17.207](#).
- ___ Final decisions issued (and Schedule Contracting Officer informed [[FAR 8.406-6\(a\)\(2\)](#)]) on disputes not pertaining to Schedule contract terms and conditions [[8.406-6\(a\)\(1\)\(i\)](#)].
- ___ Disputes pertaining to the terms and conditions of the Schedule contract referred to the GSA Contracting Officer [[8.406-6\(b\)](#)].
- ___ If terminating the order for cause or if fraud is suspected, notify the GSA Schedule Contracting Officer [[FAR 8.406-4\(a\)\(2\)](#)].
- ___ When terminating the order for cause and charging the contractor with excess costs resulting from repurchase, comply with FAR [8.406-4\(c\)](#) and FAR [12.403](#) requirements.
- ___ If terminating the order for the Government's convenience, documentation of attempts to enter into a "no cost" settlement agreement [FAR [8.406-5\(b\)](#), [12.403](#)].
- ___ Closeout of order [[FAR 4.804](#)].
- ___ Other:

⁹ Note that DoD T&M/LH contracts are *required* to have a QASP. Reference: [USD AT&L memo of July 14, 2008 \(S. Assad\), Management of Contractor Performance Under Time & Material and Labor Hour Contracts for Services](#). Also see [DFARS 237.12](#).

Handout F: Think Simplified (Not FAR Part 15)¹

*If You Use FAR Part 15-Like Terminology and Procedures for Schedule Procurements, Courts and GAO May Hold You to Those Part 15 Standards!*²

FAR Part 15 does not govern orders placed against the GSA Schedules. But where an agency issues a Schedule order using Part 15-like terminology and procedures, the GAO and the courts may look to FAR Part 15 to assess the propriety of the agency action in the event of a protest against the order.

For Schedule orders/BPAs, agencies *need not*:³

- comply with *anything* in FAR [Part 15](#)⁴
- conduct a formal “negotiated procurement”
- issue a “solicitation” for thirty days (or any other pre-determined time)⁵
- conduct a formal evaluation
- undertake a cost/price realism analysis
- seek contractors outside the Schedules program
- synopsise the requirement on FedBizOpps⁶
- conduct a price evaluation on quoted Schedule rates (e.g., hourly rates)
- conduct “discussions”
- prepare extensive documentation
- conduct a formal debriefing⁷
- determine the “competitive range”

The cost of proposal preparation is a major consideration in the Schedule contractor’s decision to quote. With the fully-loaded (ceiling) hourly rates GSA has negotiated, the contractor has assumed only the “normal” bid and proposal costs expected for a fully-streamlined procedure. Asking for more in task order/BPA quotes risks a “no quote” from a Schedule contractor unable to recover those costs. Examples of quote obstacles to be removed include:

- unnecessarily short proposal response times
- unduly burdensome proposal instructions (oral and written)
- excessive number of evaluation factors/subfactors
- acronym filled statements of work only the incumbent can understand
- asking for *cost proposals*, cost and pricing data, or anything requiring an audit
- using FAR [15.3](#) concepts and procedures

¹ Comments on this document can be addressed to brad.demers@gsa.gov.

² *CourtSmart Digital Sys., Inc.* B-292995.2, B-292955.3, Feb. 13, 2004; *ACS Government Solutions Group, Inc.*, B-282098.2, B-282098.3, June 2, 1999.

³ *Ellsworth Associates, Inc. v United States*, 45 Fed. Cl. 388 (1999); *Computer Products, Inc.*, B-284702, May 24, 2000; *Intelligent Decisions, Inc.*, B-274626.2, December 23, 1996; *ViON Corporation*, B-283804.2, January 24, 2000.

⁴ Reference [FAR 8.404\(a\)](#)

⁵ DoD activities may determine a need to leave the RFQ open for 30 days. See DFARS [215.371-2](#)

⁶ Except for Recovery Act (containing both pre and post award requirements) [FAR 8.404(g)] and Limited Source Justifications requiring post award notices [[FAR 8.405-6\(a\)\(2\)](#)]

⁷ See <http://interact.gsa.gov/blog/brief-explanation-vs-debriefing>

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NOT using FAR [15.3](#) concepts and procedures has the following implications for your task order selection process:

1. There is no requirement to set a “competitive range” using all the published evaluation factors. This means that you can save yourself and the Schedule contractor considerable time and money by phasing your procurement in a manner that uses the least costly factors to initially down-select the quoters. For example, after providing your RFQ, you could initially down-select based upon a 10 minute telephonic presentation of an “overall concept.” Then, in a subsequent phase, you could obtain more detailed information such as a price quote (or, in a BPA, simply an offered discount below the *GSA Advantage!*® price for all orders) or technical description for those contractors remaining.
2. Since a competitive range is not established, there is no need to be overly focused on the nature of exchanges with the offerors. Ordinarily, in a [FAR 15.3](#) procurement, the Contracting Officer draws a distinction between “communications” and “discussions.” There need be no such caution on a Schedule order. You can engage in detailed exchanges about any aspect of a quote at any time. Naturally, you should make every effort to treat each quoter equitably. You must not be biased, arbitrary, or capricious and your decisions must be adequately (but not overly) documented. Protests are possible, but the risks are lower if you streamline the procurement as much as possible. But the biggest risk is that the Schedule contractor will simply refuse to quote if you are perceived as undermining the integrity of the procurement process.
3. There is no requirement to capture “The relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation...” as required in FAR 15.305. This means your evaluation system can be very streamlined. For example, you can use any evaluation system you wish such as pluses and minuses or simply narrative statements as long as you fully justify your ultimate tradeoff selection.
4. You are not bound by the rules in [FAR 15.3](#) for evaluating past performance, such as the requirement to provide a neutral rating to a quote without any past performance. Further, if you choose not to use past performance as an evaluation factor, there is no requirement to document the file with your rationale. Remember, all GSA Schedule Contractors have already been evaluated for past performance as a condition of being awarded a GSA Schedule contract. Indeed there may be no need for past performance as an evaluation factor when evaluation criteria such as Technical, Experience and Price will suffice. This is especially true for orders against multiple award BPAs wherein the BPA holders have already been evaluated for past performance *twice* (once at the Schedule level and once at the BPA level). Eliminating the need to wait on receipt of past performance surveys/questionnaires can save a lot of time for both the contractor and the ordering activity Contracting Officer.
5. There is no requirement to follow the FAR [15.305](#) requirement to “evaluate competitive proposals and then assess their relative qualities.” In other words, your evaluation system can immediately compare (and remember, we don’t say “compete” because the CICA requirements have already been met) one quote to another in order to determine the rank ordering for selection. There is no need to first consume time rating each quote independently against the evaluation factors before making a comparison. This significantly speeds the evaluation process. Of course, you must evaluate the way you said you would in your task order/BPA RFQ and ensure equal treatment of all quotes.

Handout G: How Can I Read the Clauses in the GSA Contracts for a Particular Schedule?

There are two main methods to find MAS clauses review the solicitation and Contracts On Line. This handout will show you screen shots of those methods.

MEHOD 1: Review the latest MAS Solicitation

Step 1. Determine the Schedule Number/Name of Interest

Using www.gsaelibrary.gsa.gov, determine the Schedule number. Select the Schedule number from the upper right corner of that GSA eLibrary homepage. (In this example, Schedule 874 MOBIS is selected.) Select <Go>.

Welcome to GSA eLibrary - Windows Internet Explorer provided by General Services Administration

File Edit View Favorites Tools Help

Address <http://www.gsaelibrary.gsa.gov/ElbMain/home.do> Go Links

GSA eLibrary GSA Federal Acquisition Service Home eBuy - quotes GSA Advantage - online shopping Help

Welcome! GSA eLibrary is your one source for the latest GSA contract award information. GSA offers unparalleled acquisition solutions to meet today's acquisition challenges. GSA's key goal is to deliver excellent acquisition services that provide best value, in terms of cost, quality and service, for federal agencies and taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's specific needs including Multiple Award Schedules, Governmentwide Acquisition Contracts, Technology Contracts, and Assisted Acquisition Services. For more information on what GSA has to offer, visit GSA.gov.

Search in **Search**

enter **Keywords, Contract Number, Contractor/Mfr Name, Schedule/SIN/GWAC Number**

► View an Alphabetical Listing of available Contractors (a-z)

Category Guide

- **Fall/Winter**
- **Disaster Relief**
- **Homeland Security**
- **IT Solutions & Electronics**
- **Law Enforcement, Fire, & Security**
- **Recreation & Apparel**
- **Tools, Hardware, & Machinery**
- **Vehicles & Watercraft**
- **Building & Industrial**
- **Furniture & Furnishings**
- **Hospitality, Cleaning, & Chemicals**
- **Laboratory, Scientific, & Medical**
- **Office Solutions**
- **Services**
- **Travel & Transportation Solutions**
- **Wildland Fire & Equipment**

Quick Schedule

Go to

738X
75
751
76
78
81B
84
871
874
874V
899

offer direct delivery
e-art, high quality
services at volume

VA schedules info

contracts

GSA technology contracts cover the whole spectrum of IT solutions, from network services and information assurance to telecommunications and purchase of hardware and software.

► View technology contracts
► GSA technology contracts info

State and Local Governments

Cooperative Purchasing

States and localities can now purchase IT products, services, and support equipment as well as law enforcement, security, facilities management, fire, rescue, clothing, marine craft and emergency/disaster response products and services from Federal Supply Schedules.

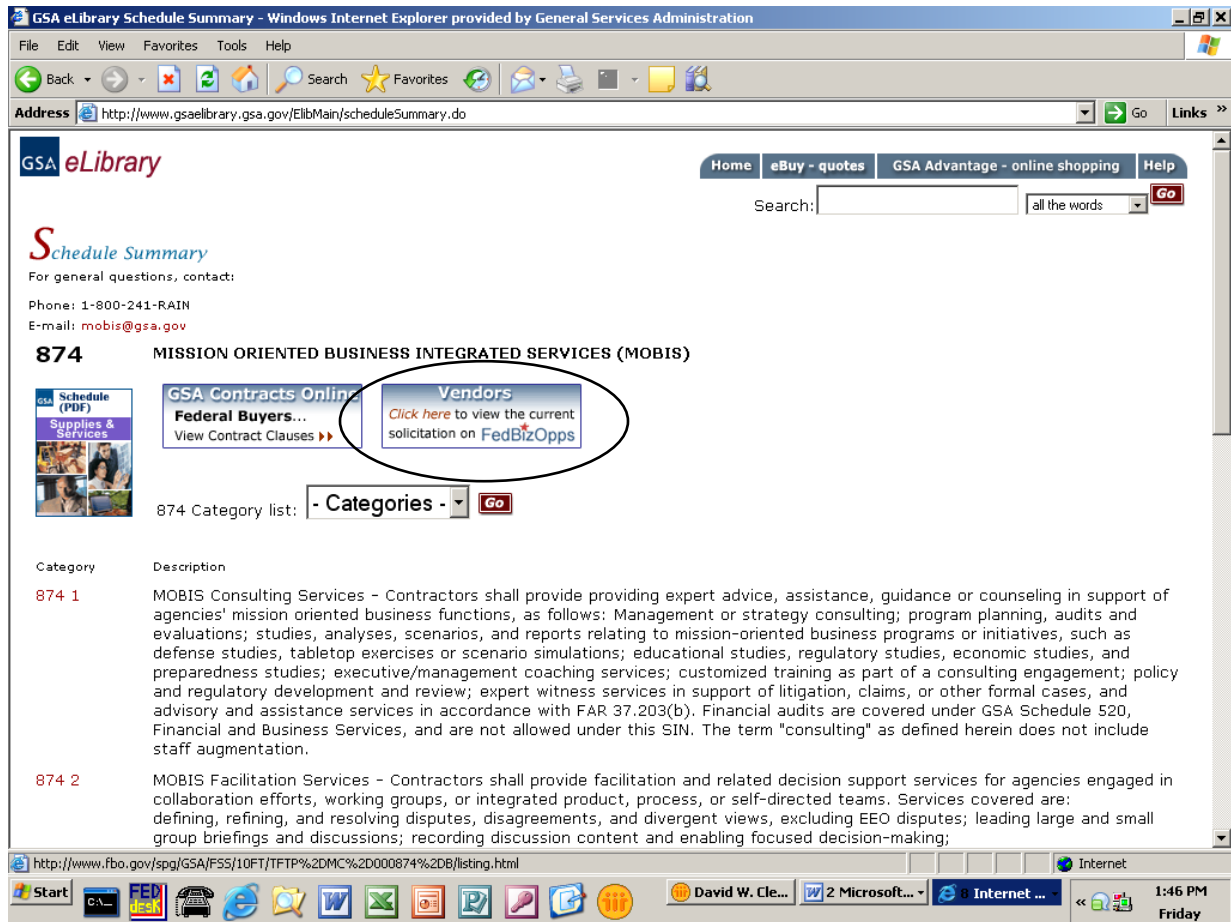
► View participating vendors
► Cooperative Purchase FAQ

Disaster Recovery Purchasing

Purchase products and services to

Start David W. Cle... MAS Desk R... Internet ... 1:39 PM Friday

Step 2. At that Schedule's eLibrary page (the one with all the Special Item Numbers [SINs] listed), select the button bar marked *<Vendors – Click here to view the current solicitation on FedBizOpps>*.



Do **not** select the *GSA Contracts Online* button bar, even though it might seem like the right choice here. See method 2 for a better way to view contracts on line.

There is more than one way to get to the FedBizOpps-posted solicitation. This example uses GSA Schedules eLibrary but remember that you can also get to FedBizOpps via that Schedule's gsa.gov page (e.g., www.gsa.gov/mobis).

SEE NEXT PAGE....

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Step 3. At the FedBizOpps page for that Schedule's standing solicitation, open the document entitled "Solicitation." (If there is one, also open the document entitled "Regulations Incorporated by Reference.")

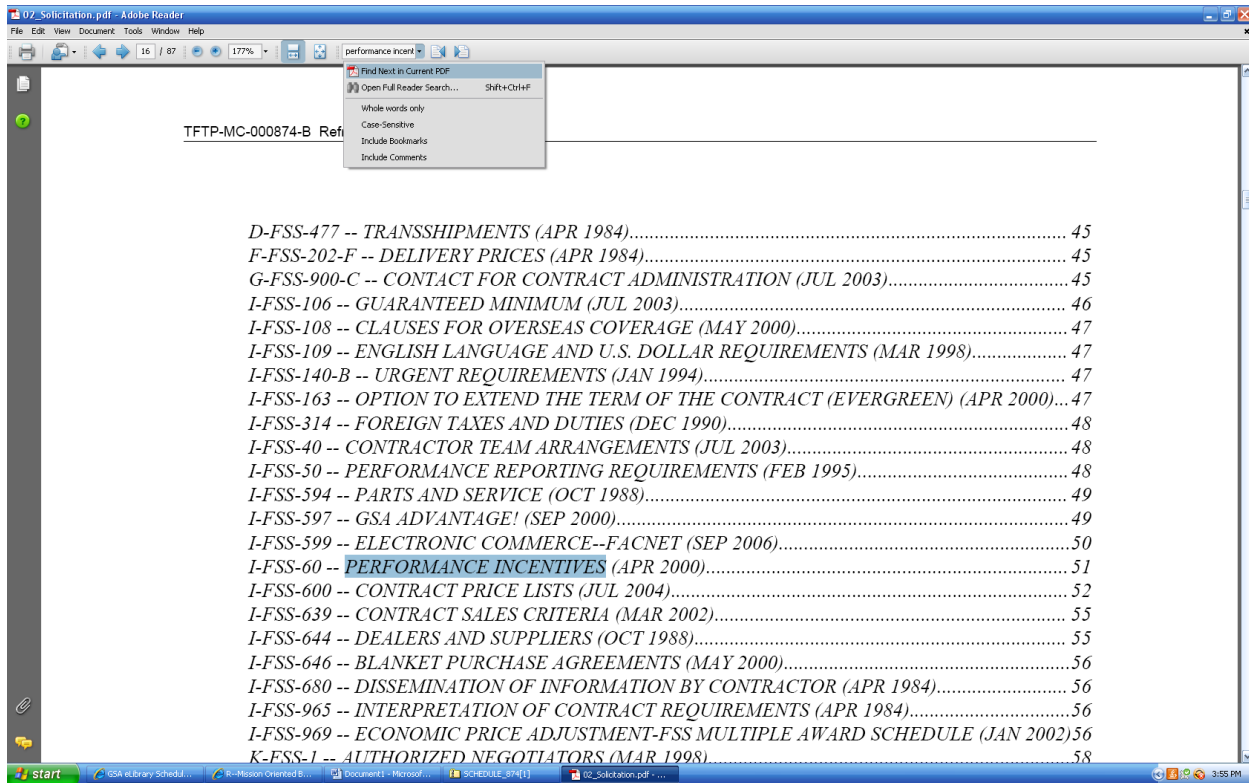


For the newer solicitations, you will need to search *both* (circled above "Solicitation" and "Regulations Incorporated by reference") documents for the clause of interest. If you are interested in browsing the other documents in the standing solicitation, select "All Files" (see arrow above) to see all the files.

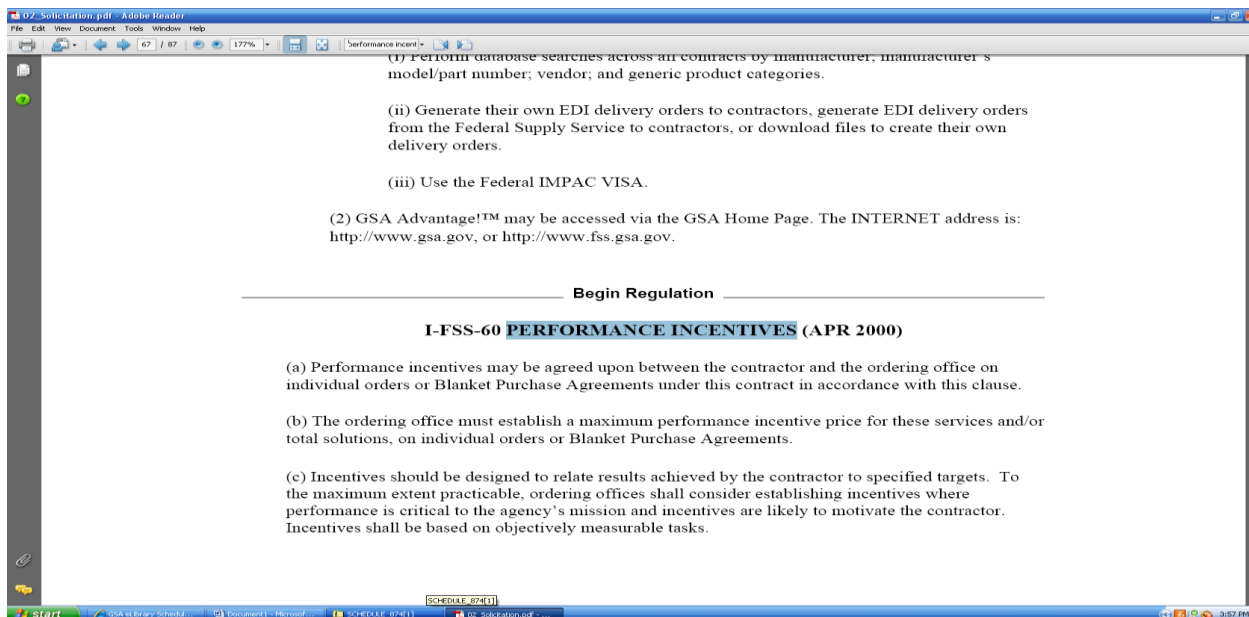
SEE NEXT PAGE...

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Step 4. Search the Documents. The documents you select will open as PDF or Word documents that you can search for keywords.



In these examples, the ordering activity was interested in what the Schedule contracts say about “performance incentives.” Using a keyword search is easier than browsing the entire solicitation document if you already know what you are looking for.



METHOD 2: Review Contracts Online

Step 1 Find the Contract

Go to www.gsaelibrary.gsa.gov and type the contract number in the search field (if you do not know the contract number, you can search by company name, just be sure to pick the correct contract number for the MAS you are seeking if the company has more than one).

In the search results summary click on the Contractor name:

The screenshot shows the GSA eLibrary search results page. At the top, there's a navigation bar with links for Home, eBuy - quotes, GSA Advantage - online shopping, and Help. Below this is a search bar with the text "Search:" and a "Go" button. The main content area is titled "Search Results Summary" with the search criteria "GS10F0075N". A section titled "Contractor/Manufacturer matches" contains a table with two columns: "Source" and "Description". The first row shows source "874" and description "MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) - NOTE: Schedule 69, TRAINING AIDS & DEVICES INSTRUCTOR-LED TRAINING; COURSE DEVELOPMENT; TEST ADMINISTRATION has been incorporated in SINS 4,5,8&9". Below the description, the contractor name "QUALITY MANAGEMENT INTERNATIONAL, INC. [GS-10F-0075N]" is listed and circled in red.

Source	Description
874	MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) - NOTE: Schedule 69, TRAINING AIDS & DEVICES INSTRUCTOR-LED TRAINING; COURSE DEVELOPMENT; TEST ADMINISTRATION has been incorporated in SINS 4,5,8&9 Contractors QUALITY MANAGEMENT INTERNATIONAL, INC. [GS-10F-0075N]

Step 2 View the Contract Clauses

Click on “View the specifics for this contract”

The screenshot shows the GSA eLibrary contractor information page for Quality Management International, Inc. The page is titled "Contractor Information" and includes a link for "(Vendors) How to change your company information". The contractor details are listed in two columns. The left column contains: Contract #: GS-10F-0075N, Contractor: QUALITY MANAGEMENT INTERNATIONAL, INC., Address: 43250 BROWNSTONE CT ASHBURN, VA 20147-5306, Phone: 888-357-9001, E-Mail: JDESILVA@QMII.COM, Web Address: http://WWW.QMII.COM, DUNS: 825610108, and NAICS: 541611. The right column contains: Socio-Economic : Small business, Woman Owned business, Contractor not found on the Excluded Parties List System, and EPLS : Govt. Point of Contact: Kristine A. Gibbons, Phone: 253-931-7166, E-Mail: kristine.gibbons@gsa.gov. Below the contractor details, there is a section titled "Contract Clauses/Exceptions:" with a link "View the specifics for this contract" circled in red. At the bottom, there is a table with columns: Source, Title, Contract Number, Contractor T&Cs / Pricelist, Contract End Date, Category, and View Catalog. The first row shows source "874", title "MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)", contract number "GS-10F-0075N", contract end date "Nov 12, 2017", and category "874 1".

Source	Title	Contract Number	Contractor T&Cs / Pricelist	Contract End Date	Category	View Catalog
874	MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)	GS-10F-0075N		Nov 12, 2017	874 1	DISAST RECOV GSA Advantage!
					874 4	DISAST RECOV GSA Advantage!
					874 5	DISAST RECOV GSA Advantage!

Handout H: Resources for Schedules Information & Training¹

1. Read FAR [SubPart 8.4](#). (It's not too long and very important.)
2. Read the *Multiple Award Schedules Desk Reference*
 - a. Review an HTML version at www.gsa.gov/masdeskreference
 - b. Order a hard copy or download a pdf version at <https://apps.fas.gsa.gov/cmls/Authorization.cfm> then search for MAS Desk Reference.
3. Utilize GSA Websites
 - a. www.gsa.gov/schedules (general schedule information)
 - b. <http://www.gsaelibrary.gsa.gov/ElibMain/scheduleList.do> (for a quick list of all GSA Schedules)
 - c. <http://www.gsaelibrary.gsa.gov> (Schedule specific information (Schedules, Special Item Numbers (SINs), Contractors, etc.).
 - I. For information on a particular Schedule (SIN descriptions and list of contractors holding that SIN) pull-down Schedule name/number from Quick Search in upper right. In the results, click on a SIN (under the heading "category" on left) for a list of contractors for that SIN.
 - II. Clicking on a contractor name provides access to the following information:
 1. Shows schedule contract (or contracts), including contact information for both the company and for the GSA Contracting Officer.
 2. Click on "Contract Terms & Conditions" to open up that particular contractor's price list (labor categories and rates for preparation of Government Estimate or for market research) Always check a Schedule contractor's Task Order price quote against this price list found on E-library (the same price list can also be found in *GSA Advantage!*®)
 3. Click on "View the specifics for this contract" under the "Contract Clauses/Exceptions" on the right hand side of page to view clauses in that contract.
 - III. Use the search text box at the Schedules eLibrary home page for a variety of search terms (e.g, Contractor name, Contract number, NAICS, SIN language, etc.)
 - d. <http://www.gsa.gov/portal/category/21027> (launch page to a particular Schedule's website (e.g., clicking on MOBIS will bring you to www.gsa.gov/mobis))
 - e. <http://www.gsaadvantage.gsa.gov> (*GSA Advantage!*®)
 - i. Use search text box (Advanced Search) at *GSA Advantage!*® home page to search for PWS-relevant words in contractor's Schedule price lists.
 - ii. Remember to select search in "Services" (pull down) to limit results just to services.
 - iii. Always check a Schedule contractor's Task Order price quote against their *GSA-approved Advantage!*®-posted contract pricelist (the same price list can be found at *GSA E-library*). The only assurance you have that a contractor was actually awarded a SIN, a labor category, or a particular (ceiling) price is to see that pricelist on the *GSA Advantage!*® (or *GSA E-library*) website.

¹ Comments on this document can be addressed to brad.demers@gsa.gov

Handout H

Updated: November 29, 2014

- iv. Advantage is also an ordering method for products or for some very simple services not requiring a PWS.
- f. <http://www.ebuy.gsa.gov> (*GSA eBuy*)
 - i. A Schedule RFQ system also very useful for Requests for Information notices. Use it in the same way you would use a Sources Sought notice on FedBizOpps for non-Schedule market research (like posting a draft PWS for industry comment).
 - ii. A good method to communicate requirements to all holders of a particular SIN, either a new requirement or as part of market research.
 - iii. Can attach PWS or drawings to an eBuy RFQ (learn about using eBuy for RFQs by selecting eBuy Training and then Buyer Tutorial).
 - iv. If using e-buy, NO requirement to receive three quotes [FAR 8.405-2\(c\)\(3\)\(iii\)\(A\)](#)
- 4. Find free training resources offered by GSA at www.gsa.gov/masnews
- 5. Contact Your Local GSA Customer Service Director (CSD) at <http://www.gsa.gov/csd>
- 6. Read and Comment on the GSA Services Ordering Blog: “Services Ordering Solutions: Avoiding MAS Confusion” <https://interact.gsa.gov/groups/services-ordering-solutions-avoiding-mas-confusion>
 - a. Download useful handouts at <https://interact.gsa.gov/document/training-reference-documents>.
 - b. Review interesting topics including:
 - I. Brief Explanation vs. Debriefing at <https://interact.gsa.gov/blog/brief-explanation-vs-debriefing>
 - II. Options on Schedule Orders at <https://interact.gsa.gov/wiki/options-schedule-orders>
 - III. See a Catalogue of Sample Terminology for RFQs/Awards at <https://interact.gsa.gov/blog/catalogue-sample-terminology-rfqorders>
- 7. If you need expert advice on MAS ordering procedures feel free to contact:
Brad deMers: brad.demers@gsa.gov (253) 931-7196